

SOUTHFIELD PUBLIC SCHOOLS

PURCHASING OFFICE - John W. English Administrative Center

Martha Ritchie, Purchasing Manager

Cindy Martin, Secretary (248) 746-8518

24661 Lahser Road

Southfield, MI 48034

Fax (248) 746-8812



INVITATION TO QUOTE LOCKERS

The Southfield Board of Education invites you to submit a quote to furnish Southfield Regional Academic center with lockers. All quotes are to be delivered to:

Martha Ritchie
Purchasing Manager
Southfield Public Schools
24661 Lahser Road
Southfield, MI 48034

Quotes to be clearly marked: "lockers". Quotes to be received no later than 2:00 p.m. Thurs. June,2, 2005 at which time they will be opened and publicly read. Faxed bids will be accepted. Quotes must be submitted on the official FORM provided. Please contact 248.746.8518 for official documents. The Board reserves the right to reject any and all quotes. Late quotes will not be accepted.

INSTRUCTIONS TO BIDDERS

1. Quotes are due Thurs. June 2, 2005 in the office of:
Martha Ritchie
Southfield Public Schools
24661 Lahser Rd.
Southfield, MI 48034
at which time they will be opened and publicly read.
2. Quotes to be submitted on enclosed official quote Form in a sealed envelope clearly marked: "lockers" or faxed to 248 746-8812.
3. The Board reserves the right to reject any and all bids or waive any part thereof.
4. Federal, state or local taxes are NOT to be included in price.
5. Any questions are to be directed to the Purchasing Manager, Martha Ritchie, at (248) 746-8518.
6. Bids to remain firm for sixty days from due date.
7. Sealed proposals are solicited from all possible manufacturers, suppliers, and/or types and quality of products and services as outlined in the specifications.
8. A catalog, description, or a brand and model designation when provided is included in the specification to establish minimum levels of performance, characteristics, quality, capacities, features, workmanship and materials. Use of catalog numbers and other requirements set forth in specifications are not intended to preclude use of any. Other approved manufacturers products, which may be equivalent, solely as, determined by the school district but are given for purposes of establishing standards of design, function and quality of materials, construction, and workmanship. Alternate suggestions may be offered if deviations from specifications are minor and if all deviations are properly outlined on an attached sheet, failure to outline all deviations may be grounds for rejection of your bid. The decision of the purchasing manger shall be final as to what constitutes acceptable deviations from specifications.
9. Prices shall be for new items only.
10. Prices bid must include delivery and handling charges.
11. Vendor must provide sample of product upon request. Samples will be returned to the vender after inspection.
12. Vendor to provide the names of three schools districts as references.

13. INSPECTION OF WORKSITE:

Before submitting a bid, each bidder shall inspect the site of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done. He will be held to have compared the premises with the specifications, and to have satisfied himself as to all conditions affecting the execution of the work. Claims for extra payments based on lack of knowledge of existing circumstances will not be allowed. Contact Martha Ritchie 248.746.8519 to arrange for inspection.

Southfield Public Schools
Official Bid Form
Lockers

The undersigned certifies that the lockers will be supplied pursuant to the attached bid meet or exceed all specifications contained in the Invitation to Quote and that the prices quoted are correct.

WE propose to provide and install lockers as specified for _____.

Company Name: _____
Address: _____
City, State Zip _____
Name/Title: _____
Authorized Signature: _____
Phone Number: _____ Fax Number: _____ Date: _____